

# COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 5 No. 2

Winter 2013

## Online Claiming for At-Risk and Emergency Shelter Sites

All reimbursement claims for the At-Risk (AR) After School Meals Component and the Emergency Shelter (ES) Component of the Child and Adult Care Food Program (CACFP) must now be submitted electronically using the internet. Agencies operating AR and ES sites were informed of this Program change via an email notification on January 3, 2013.

Paper copies of the monthly CACFP claim for reimbursement (PI-1489-B, rev 12-12) will only be accepted in the following two circumstances: (1) a claim is being submitted beyond 60 calendar days of the claiming month, and/or (2) a claim previously submitted and processed for payment needs to be modified. A paper copy of the revised claim form can be found at [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos).

Effective with the online claiming system, an agency operating more than one AR or ES site must submit site specific claim detail, as explained in the manual. (AR and ES sponsors, agencies operating more than one site, have always been required to maintain site specific claim detail, but until now only the cumulative claim data was submitted.) We are changing this policy in order to bring the online claiming requirements for AR and ES agencies into conformance with the online claiming requirements for other sponsors of the CACFP in Wisconsin.

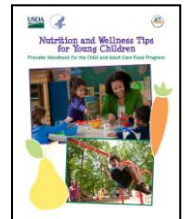
When submitting an electronic claim please note the following:

1. It is recommended that your agency complete a paper copy of the claim form (PI-1489-B, Rev 12-12) before accessing the internet site. This will expedite the entry process of the claim data into the site
2. Sponsors of multiple sites should have all site claim information completed and on hand before entering the claim data.
3. Once a claim has been submitted electronically and payment has been made, any additions, deletions or modifications to this claim must be done manually. A copy of the claim as submitted online (or a paper copy of the completed claim form, PI-1489-B) must be submitted, clearly noting what changes have been made to the claim originally submitted over the internet. Refer to Guidance Memorandum #3 for additional information.
4. Remember to print a copy of the online claim confirmation

page or retain a paper copy of the completed paper form (PI-1489-B, rev. 12-12). Copies of the submitted claims, along with all supporting Program documents, must be maintained for audit purposes for three years plus the current year of CACFP participation.

## Creating Healthier Child Care Environments Just Got Easier!

**Team Nutrition Releases “Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program”**



*Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program* was developed by the United States Department of Agriculture (USDA) and the Department of Health and Human Services (HHS) to help CACFP child care providers create healthier environments for the children in their care. It includes a series of tip sheets addressing wellness recommendations from the [Dietary Guidelines for Americans, 2010](#) and [Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education, 3<sup>rd</sup> Edition](#). Each tip sheet focuses on a specific nutrition, screen time, or physical activity topic and includes a practical application section to help providers apply the tips to their program. By using the tip sheets when planning meals and activities for children ages two to six years old, providers can incorporate key recommendations and best practices into menus and daily schedules.

Success stories shared in the handbook highlight examples of new and exciting ways CACFP child care programs have improved food they serve and activities they plan. Links to additional resources are also included in the publication, which features a new [CACFP Wellness Resources](#) web page to help CACFP participants find the resources they need to meet wellness recommendations.

The handbook is available to download now on Team Nutrition's Web site [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov). Print copies will be available Summer 2013.

# USDA New Guidance

Listed below are recent policy memos issued by the USDA and a brief summary of each one. Click on the following link <http://www.fns.usda.gov/cnd/care/Regs-Policy/PolicyMemoranda.htm> to access the complete list of USDA policy memos and to download copies.



## [CACFP 22-2012: Current USDA Information on Central Valley Meat Investigation and CACFP 23-2012: Further USDA Information on Central Valley Meat Investigation](#)

These two memos address the Central Valley Meat investigation that a downer cow was slaughtered and entered the food supply. The inspection conducted by the USDA's Food Safety and Inspection Service (FSIS) concluded that there is no evidence to support this allegation and therefore, no food safety violation occurred. In addition, FSIS has concluded its evaluation of the extensive corrective action plan in response to humane handling violations, and the company has been permitted to resume processing.

## [CACFP 24-2012 \(REVISED\): Family Day Care Homes Administrative Reimbursements Carryover Reporting Requirements for FY 2012 and All Subsequent Years](#)

This revised memo describes the State agency procedures for reporting family day care home carryover for Federal Fiscal Year (FFY) 2012 and beyond. If you have questions regarding your carryover please contact Cari Ann Muggenburg at 608-264-9551.



## [CACFP 01-2013: Federal Small Purchase Threshold Adjustment](#)

This memo calls attention to the change in the Federal Small Purchase Threshold as it relates to all Food and Nutrition Service Program procurement. The simplified small purchase threshold is now \$150,000, replacing the previous threshold of \$100,000.

## [CACFP 02-2013: Procurement Geographic Preference Q&A – Part II](#)

This memo addresses questions on the application of the geographic preference option in the procurement of unprocessed locally grown or raised agricultural products. Follow this link to see the list of questions and answers <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2013/SP03-2013os.pdf>.



## [CACFP 03-2013: Determining Area Eligibility Based on School Data](#)

The CACFP and the Summer Food Service Program (SFSP) may use the National School Lunch Program (NSLP) free and reduced priced meal data to determine site eligibility. This data is used to determine site eligibility for the Family Day Care Homes and At-Risk Afterschool Meals components of the CACFP and for Open or Closed Enrolled sites in the SFSP. When children in the public school system regularly attend schools outside a designated attendance area, the effective use of

school data to determine site eligibility may not be an accurate reflection of the children eligible for free and reduced priced meals living in the attendance area of the school.

This memo provides guidance on using school data when determining area eligibility for purposes of the Child Nutrition Programs in instances where school attendance areas may not accurately reflect the population of the school for which eligibility data is being used.



## [CACFP 04-2013: Streamlining At-risk Meal Participation for School Food Authorities](#)

The purpose of this memo is to streamline the requirements for participation of school food authorities in the At-Risk Afterschool Meals component of the CACFP. Schools located in low-income areas that participate in the NSLP are well-positioned to offer meals and snacks through their afterschool programs. Although Congress did not authorize the service of at-risk meals through NSLP, streamlining the requirements for schools participating in the CACFP to be more consistent with those of the NSLP will provide significant administrative relief without compromising the integrity of the program. For more information about participating in the CACFP At-Risk Afterschool Meals program, please contact our office at 608-267-9129.



# 2013 Due Dates for Quarterly Nonprofit Food Service Reports

**For Sponsoring Organizations ONLY** (those with 2 or more sites on the food program):

1<sup>st</sup> Quarter (reporting period October 1, 2012 – December 31, 2012) is due **March 1, 2013**.

2<sup>nd</sup> Quarter (reporting period January 1, 2013 – March 31, 2013) is due **June 1, 2013**.

3<sup>rd</sup> Quarter (reporting period April 1, 2013 – June 30, 2013) is due **September 1, 2013**.

4<sup>th</sup> Quarter (reporting period July 1, 2013 – September 30, 2013) is due **December 1, 2013**.

**Please note:** The 4<sup>th</sup> quarter report for Sponsoring Organizations for the 2012 Program year (July 1, 2012 – September 30, 2012) was due into our office on December 1, 2012. As of today's date all quarterly reports for the 2012 program year should have been submitted to the Department of Public Instruction (DPI).

The reporting form (PI-1463-A) is available online at [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos), under Guidance Memo #11. Any questions please contact Cari Ann Muggenburg at 608-264-9551, or via email at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).



## Build a Healthy Plate with Less Added Sugars

As providers, parents, and caregivers, we only want the best for our children. And when it comes to ensuring a balanced, nutritious diet, limiting foods containing added sugars can be more of a challenge than a 'piece of cake'. Let's face it, we all enjoy a sweet treat now and then. While an occasional treat fits within dietary recommendations, many of us, including children, are eating and drinking more sugar than we realize because it's added to so many foods and beverages. These added sugars contribute zero nutrients with many added calories. And it's not just the obvious culprits like soda, candy, cookies, and cakes. Manufacturers have snuck sugar into many low-calorie, low-fat, so-called health foods — some which don't even taste sweet! For example, look closely at cereals, some granola-based cereals have as many as 13 grams of sugar per serving, while other cereals have as few as 6 or even 2 grams. Every 4 grams of sugar equals 1 teaspoon of sugar. That means there could be over 3 teaspoons of sugar in one serving of the granola-based cereal.

It is these sugary foods and drinks that may be replacing more nutritious foods in the diet while providing 'extra' calories not needed for good health. These extra calories can contribute to a person's risk of obesity, diabetes, heart disease, and not-so-healthy eating habits. Furthermore, studies show that about one in five children are overweight or obese by the time they reach their 6<sup>th</sup> birthday and over half of obese children become overweight at or before age 2. Diseases and health issues that were once mainly seen in adults are now becoming more common in children and adolescents with excess body fat.

To learn how to 'Build a Healthy Plate with Less Added Sugars' plus other nutrition, active play, and screen time tips, click on **USDA's New CACFP Wellness Handbook**: <http://www.teamnutrition.usda.gov/Resources/nutritionandwellness.html>. Above all, be a good role model. Kids will see your wholesome habits and adopt them, leading to a healthier lifestyle throughout childhood and into adulthood.

## Adult Care Training

**Attention Adult Care Centers:** In the Fall 2012 issue, we announced that webcast trainings specifically for the Adult Care Component would be available at the end of October 2012, covering topics such as determining household size-income statements, participation and eligibility requirements, and the CACFP meal pattern. Unfortunately, a delay in posting these webcasts occurred due to some complications with the media software. The following webcast trainings are now available for you and your staff to view online: *Determining Household Size-Income Statements*, *Maintaining the Household Size-Income*

*Record, Participation and Eligibility Requirements, FFY 2013 Recordkeeping Updates, and the CACFP Meal Pattern Requirements for the Adult Care Component.* Adult Care agencies were emailed about the availability of these webcasts in mid January.



## Health Tips for 2013 and Beyond

Happy 2013! This time of year, many people make New Year's resolutions that they often don't keep, with goals to lose weight or exercise more. Instead, do your best to make permanent life style changes. Take small steps. These tips can help you as well as those you care for.

1. **Eat Breakfast.** There's no better way to jump start your morning—and the year—than with a healthy breakfast. The key to a good breakfast is balance. Fueling up in the morning helps us focus and concentrate better throughout the day.
2. **Drink More Water.** Not only will you hydrate your body with life-giving fluids needed for maintaining your body functions, you'll stay away from sugary beverages, including sodas and sports drinks, which have been linked with obesity.
3. **Include More Fruits and Veggies.** Fruits and veggies add color, flavor, and texture plus vitamins, minerals, and fiber to your plate. Don't let winter stop you from enjoying produce. It might be harder to find fresh options, but frozen and canned are great alternatives.
4. **Move More.** Regular physical activity lowers blood pressure and helps your body control stress and weight. Pick something you like to do. If you have to talk yourself into doing the activity every time, it won't last!
5. **Be Aware of Portion Sizes.** Get out the measuring cups and see how close your portions are to the recommended serving sizes. Read labels. Using smaller plates, bowls, and cups can help you keep portions under control.
6. **Put Legumes on the Menu Every Week.** Enjoy legumes, such as beans, peas, and lentils, as a replacement for meat at least once a week and try to include as a side dish three times a week. Legumes are a staple food all over the world and are one of the best sources of soluble fiber. Plus, they're low in fat and high in good quality protein -- a great health-saving combination.

Most importantly do the best you can. Set small goals. Be specific. Instead of saying that you will eat more fruits and veggies, say that you will add one serving of fruit to your lunch every day. It takes small steps to reach big goals.

**Happy - Healthy – 2013**





## Yogurt – Don't forget about it!

Remember that yogurt can be served as a meat/meat alternate component, but not as a milk component. It is a nutrient dense source of protein and calcium and is also rich in Riboflavin (vitamin B2), B6, and B12, as well as vitamin A. Four ounces of yogurt counts as one ounce of meat/meat alternate. Yogurt containing fruit can count only towards the meat/meat alternate component, and not the fruit/vegetable component. "Go Gurt" counts as yogurt, but drinkable yogurts, like "Danimals", do not. Serving yogurt to infants under age one year is also not creditable.

Have fun with it! Serve it as part of a reimbursable snack, like with granola or different cereals, in smoothies, as a dip for fruits and vegetables, and even fun toppers with fruit on pancakes, waffles, or French toast. You can also serve it as part of a lunch or supper to meet the meat/meat alternate requirement. Serve it as a dip with raw veggies, as a topping for tacos (in place of sour cream), or just as a second meat/meat alternate item. There are many recipes out there – check them out and serve them up!



## Prepare Now for Summer Feeding

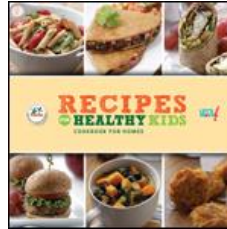
The effects of the economic downturn continue to be seen in our communities, affecting the lives of the families we serve on many levels. Schools have seen a rise in the need for assistance through the NSLP and School Breakfast Program (SBP) based on the number of children that now qualify for a free or reduced price meal. Thankfully, the vast majority of schools in Wisconsin provide these much needed programs during the school year. We are working hard, however, to increase the number of organizations that offer nutritious meals to children during the summer months. This can be accomplished a number of ways through federally- funded reimbursement programs designed to do so. Sponsors that currently operate the At-Risk After School Meals component of the CACFP may automatically qualify to operate SFSP sites. Please visit the DPI – Summer Food Service Program web page at [http://fns.dpi.wi.gov/fns\\_sfsp1](http://fns.dpi.wi.gov/fns_sfsp1) for more information and if interested, contact Amy Kolano, SFSP Coordinator at (608) 266-7124.



## DPI Web Offers New Look

As you have probably noticed by now, this past fall, the DPI website underwent a redesign and we now have a new look and web address. You can access our Community & School Nutrition pages by going to <http://fns.dpi.wi.gov/>. Please be sure to bookmark this new address! This page can be used to access the many Child Nutrition Programs administered by the DPI.

Simply click on the icon for the program you are interested in for more information. If you are having difficulty locating a certain webpage, the A-Z list of topics within the Index is helpful. Please feel free to also use the 'Email Us' link found in the left navigation bar if you need assistance finding something on our website!



## Recipes for Healthy Kids

If you're looking to add to your collection of delicious, kid-approved recipes that are made from healthy

ingredients, look no further than the *Recipes for Healthy Kids Cookbooks*!

The **Recipe for Healthy Kids (R4HK) Competition**, in support of First Lady Michelle Obama's **Let's Move** initiative, challenged teams of school nutrition professionals, chefs, students, parents and other community members to develop creative, tasty, and kid-approved recipes that schools can easily incorporate into their NSLP menus.

To recognize and share this culinary creativity nationwide, 30 delicious, kid-approved recipes from the R4HK competition have been standardized and compiled into cookbooks for use in homes, child care centers, and schools. The recipes in these cookbooks feature foods both children and adults should consume more of: dark green and orange vegetables, dry beans and peas, and whole grains. All of these healthy recipes are low in total fat, saturated fat, sugar and sodium. With fun names like Porcupine Sliders, Smokin' Powerhouse Chili, and Squish Squash Lasagna, these kid-tested, kid-approved recipes are sure to please children and be an instant hit!

The cookbooks also provide tips on best-buying practices, nutrition, and food safety. You can access these cookbooks from the USDA Team Nutrition website at [http://www.teamnutrition.usda.gov/Resources/recipes\\_for\\_healthy\\_kids.html](http://www.teamnutrition.usda.gov/Resources/recipes_for_healthy_kids.html)

### Home Cookbook

Recipes for 6 servings

### Child Care Cookbook

Recipes for 25 and 50 servings

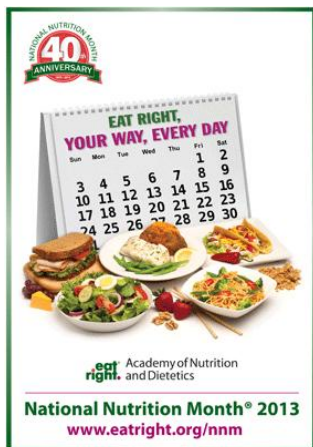
### School Cookbook

Recipes for 50 and 100 servings



## March is National Nutrition Month

This year marks the 40<sup>th</sup> anniversary of National Nutrition Month® which is recognized annually in March. The 2013 theme from the Academy of Nutrition and Dietetics is “Eat Right, Your Way, Every Day”. This year’s theme encourages personalized eating styles as well as recognizing that food preferences, lifestyle, health concerns, and cultural and ethnic traditions all impact individual food choices. Visit [www.eatright.org/nnm](http://www.eatright.org/nnm) for more information and resources.



## Provide Opportunities for Active Play Every Day

Information from the new resource, *Nutrition & Wellness Tips for Young Children: Provider Handbook for the CACFP*.

Active play and movement are important for every child’s growth, health, development, and learning. Although they may seem to be active and energetic, most children do not get the amount of physical activity they need. Research shows that young children in child care still spend a lot of their time sitting or lying down. Children should not be seated or still for more than 15 minutes at a time, except during meals or naps.

Children need a healthy balance of high-energy active play like running and climbing, as well as passive play like sitting in the sand box. Children spend many hours each day in your child care program, so providing the recommended amount of active play is important in helping children establish healthy habits.

To learn how to ‘Provide Opportunities for Active Play Every Day’ plus other nutrition, active play, and screen time tips, click on **USDA’s New CACFP Wellness Handbook**: <http://www.teamnutrition.usda.gov/Resources/nutritionandwellness.html>.

## Grants for Your Garden Project

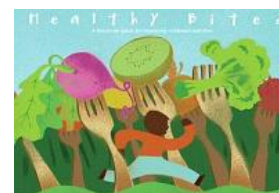
The National Gardening Association (NGA) currently has a couple of grant opportunities for your agency!! Check them out at <http://grants.kidsgardening.org/>.

It's All About the Fruit and Veggies! Raise a smoothie to NGA’s 40th Anniversary! Jamba Juice is celebrating 40 years growing gardens with 40 grants for youth and school programs across the United States. **Grant Application Deadline: February 18, 2013.**

2013 Mantis Tiller Award. For the past 17 years, Mantis has provided the Mantis Awards to charitable and educational garden projects that enhance the quality of life in their host communities. **Grant Application Deadline: March 7, 2013**

The NGA’s mission is to promote home, school, and community gardening as a means to renew and sustain the essential connections between people, plants, and the environment.

## Healthy Bites Revised



*Healthy Bites: A Wisconsin Guide for Improving Childhood Nutrition* has been revised!

Nine pages of the guide have been updated and the newer version is now available online at [http://fns.dpi.wi.gov/fns\\_cacfpwellnessaehb](http://fns.dpi.wi.gov/fns_cacfpwellnessaehb). The chart below indicates the pages with content revisions. Currently there are no printed copies of the revised version on hand, so we suggest that you make copies of the new online pages and insert them into your own hard copy of the Healthy Bites guide.

Content	Online Page(s)	Hard Copy Page(s)
Fruit and Vegetable Guidelines	20	12
Grains and Breads	22 & 23	14 & 15
Introducing Infant Foods	31	23
Infant Cereal	34	26
Infant Breads, Grains, Fruits & Vegetables	35	27
Infant Meats & Meat Alternates	36	28
Foods Not Recommended for Infants	37	29
Picky Eaters	45	37

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## CACFP Today

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## February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
American Heart Month <a href="http://www.heart.org">http://www.heart.org</a>					1	2 
3	4	5	6	7	8	9
10	11	12	13	14 	15 Claim Due <sup>2</sup>	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Nutrition Month <a href="http://www.eatright.org">http://www.eatright.org</a>					1 Qtrly NPFS Report Due <sup>1</sup>	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Claim Due <sup>2</sup>	16
17 	18	19	20 Spring Begins	21	22	23
24 Easter	25	26	27	28	29	30
31						

## April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Gardening Month <a href="http://www.nationalgardenmonth.org/">http://www.nationalgardenmonth.org/</a>					5	6
7	8	9	10	11	12	13
14	15 Claim Due <sup>2</sup>	16	17	18	19	20
21	22 Earth Day	23	24	25	26	27
28	29	30				

<sup>1</sup>Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

<sup>2</sup>Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15<sup>th</sup> of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

**\* DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: [http://fns.dpi.wi.gov/fns\\_news/trent](http://fns.dpi.wi.gov/fns_news/trent).